



## Graduate Assistant for Campus Recreation & Wellness Promotion – Competitive Sports

### OVERVIEW

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#### Our Mission

Campus Recreation & Wellness Promotion strives to promote lifelong wellness through holistic education and quality recreation programs, services, and facilities that enhance the university experience through participation & leadership. We offer education, activities, equipment, classes and events to aid in making your experience at TCU well-rounded and enjoyable.

**Graduate Assistants in Competitive Sports** will help provide programming support for a robust intramural calendar and a myriad of sport clubs. Graduate Assistants can expect to be an integral part of the advertisement, organization, administration, and assessment of each facet of the competitive sport model. The role will have a mixture of office and field hour requirements, and some night and weekend work is required.

#### RESPONSIBILITIES / OPPORTUNITIES

##### *Intramural Sports:*

- Schedule leagues, tournaments, and single day events for the student body
- Revise and update rules, policies, and procedures regularly
- Assist with facility requests, field maintenance and painting requests, and IM Gem cart upkeep
- Resolve conflicts that involve incidents, protests, and/or accidents that occur during play in a timely manner
- Develop relationships with student staff and participants through trainings, meetings and attending intramural events.

##### *Club Sports:*

- Develop relationships with the sport club officers, coaches, advisors, and members through practice visits, attending sport club events and games, 1-on-1 meetings as needed, and regular email exchange
- Organize and monitor concussion testing, waiver completion, roster submission, and tracking of club budgets
- Create and facilitate agenda items (including content and activities as needed) for sport club officer trainings/work shops
- Assist with facility requests, field maintenance and painting requests, and sport club Gem cart upkeep

##### *Staff development:*

- Recruit, select, train, and supervise 10-15 competitive sport supervisors, 30-40 student officials
- Evaluate and educate each level relative to hard and soft skill development via an in-house 360-degree appraisal model
- Conduct staff meetings with each level on job-related duties as well as personal development initiatives